

STANDARD FORM NO. 64

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*Office Memorandum*

UNITED STATES GOVERNMENT

RECORDS SERVICES DIVISION  
GENERAL SERVICES OFFICE

DATE: 17 February 1974

TO : All Section Chiefs  
FROM : Chief, Records Management Branch  
SUBJECT: New Projects

1. Effective immediately, no new projects will be undertaken without prior approval by the Chief, Records Management Branch, and the Acting Chief, Management Improvement Staff.

2. This is in accordance with a request issued by the ADM/A and transmitted to me by  yesterday.

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